

Accessing Email

Overview

This document lists the steps needed to access your new Office 365 e-mail account on the employee kiosk at work or on the web at home. Web access offers users instant access to their e-mail and calendar through Microsoft's *Outlook Web App*.

Steps to Access Your Office 365 E-mail Account on the Employee Kiosk

1. Click the Laureate Group Icon.
2. In Microsoft's *sign in* box:
 - A. Enter your e-mail address (e.g. peter.parker@laureategroup.com)
 - B. Press the "Tab" key ***you will be redirected to the Laureate Group landing page**
3. In the Laureate Group *Sign In* box:
 - A. Enter your e-mail address (e.g. peter.parker@laureategroup.com)
 - B. Enter your password in the "Password" field
 - C. Click "OK"
4. In *Outlook Web App* dialog box *

NOTE: This step is required for first time users only. If you have already accessed your new e-mail, proceed to step 5

- A. Select "English (United States)" in the "Language" drop list
 - B. Select "(UTC-06:00) Central Time (US & Canada)" in the "Time Zone" drop list
 - C. Click "Save" and press the "Tab" key
5. Click "Inbox" under the "Outlook" section of your *Office 365 Home*, or click "Outlook" in the header

Logging on at Home

Overview

This section lists the steps needed to access your new Office 365 e-mail account on the web. Web access offers users instant access to their e-mail and calendar through Microsoft's *Outlook Web App*.

Steps to Access Your Office 365 E-mail Account on the Web

1. Open a browser and go to the Microsoft Portal Sign In page <https://portal.microsoftonline.com/>
2. In Microsoft's *sign in*
 - A. Enter your e-mail address (e.g. peter.parker @laureategroup.com)
 - B. Press the "Tab Key" ***you will be redirected to the Laureate Group landing page**
3.
 - A. Enter your e-mail address (e.g. peter.parker @laureategroup.com)
 - B. Enter your password
 - C. Click "Sign in"
4. In *Outlook Web App* dialog box *

NOTE: This step is required for first time users only. If you have already accessed your new e-mail, proceed to step 5

- A. Select "English (United States)" in the "Language" drop list
 - B. Select "(UTC-06:00) Central Time (US & Canada)" in the "Time Zone" drop list
 - C. Click "Save and press the TAB key
5. Click "Inbox" under the "Outlook" section of your *Office 365 Home*, or click "Outlook" in the header

Setting up Office 365 on Your Mobile Device

Here are some important tips on how to set up Microsoft Office 365 on your mobile device:

Go to your device settings

Add a new account: Select Exchange, Microsoft Exchange, ActiveSync or on some devices it will be called Corporate Account

You username will be your email address (e.g. **peter.parker@laureategroup.com** <mailto:peter.parker@laureategroup.com>)

Password: in most cases hourly employees will use their last name and last four digits of their social security number (e.g. Parker1234) Supervisors and those using company computers will use their network password.

If prompted to enter a server name, it will be **outlook.office.365.com**

There are more specific instructions available for all devices by following this link:

<http://office.microsoft.com/en-us/office365-suite-help/set-up-and-use-office-365-on-your-phone-or-tablet-HA102818686.aspx>